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ABSTRACT

Designed to outline and illustrate, through the use of a card catalog or computer produced catalog, the various formats used to describe the collection of the Inglewood Public Library, this report details a nonautomated approach representative of those commonly used in libraries prior to the use of data processing applications. The goal of providing optimum bibliographic access to the library's collection resulted in the expansion of the adult card catalog into a multimedia union catalog. Grouped according to their similarities, the various media are covered in seven chapters: (1) printed materials, including books, periodicals, pamphlets, catalogs, directories, service collections and sewing patterns for both children and adults; (2) pictorial materials, including art reproductions, pictures, posters, and study prints; (3) films, filmstrips, and slides; (4) adult and children's sound recordings; (5) adult and children's kits; (6) children's games; and (7) computer produced catalogs, including test, film, large print, and periodicals catalogs. Plans and projects relating to format for the fiction catalog, the reference catalog, and young adult books are described, and a bibliography is provided. (Author/FM)

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INGLEWOOD PUBLIC LIBRARY
101 West Manchester Boulevard
Inglewood, California 90301
1979

IR007741

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INTRODUCTION

With the increased use of multimedia materials in libraries, the concept of a book and other media material library needs reevaluation. Libraries, public libraries in particular, have encompassed several media phases, ranging from printed materials to sound recordings, visual materials, and data processing produced materials. Usually well after technology and public taste have generated interest in other media, libraries would begin incorporating such media into the library world. More likely than not, however, these other media were not cataloged, not classified, and not given anything approaching equal status with printed materials. Since society lives in a visual world, are libraries responding increasingly with more nonprint material?

"If you look at the American Library Directory closely, where you have a sizeable materials budget, all too often only one to ten percent goes for nonprint."[1] It appears library managers need to reevaluate the library media materials funds, and develop new formulas more accurately based on local community interest and needs. "Very few librarians study how communications work. They are in a pattern that is pretty well locked into publishers and media producers. The first is very dominant, the second, minimal. It's container rather than content orientation. So the container comes first and the content second."[2] New guidelines with criteria for different media composition in the total library collection need to be established.

The Inglewood Public Library maintains several different media collections, but until recently, library user access was limited to separately available catalogs. It is the purpose, through the development of this manual, to outline and illustrate through the use of a card catalog or computer produced catalog, the various collections in the Library.

With a growing collection of multimedia material, a library would be well advised to decide on some method of standardized bibliographic control. With this in mind, the primary goal of providing optimum bibliographic access to the Library's collections has resulted in the expansion of the adult card catalog into a multimedia union catalog designed to provide an access point for the different media. Since the Inglewood Public Library became an independent city library system in 1962 there has been a policy of separate catalogs for adult books, children's books, and adult audio-visual materials. With over 175,000 titles in the media collections, the labor cost and time to produce one union catalog is prohibitive. The eventual use of data processing applications to produce an automated catalog (e.g., microform, on-line, etc.) could allow for a policy change and production of the single union catalog.

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[1] Deirdre Boyle, "An Interview with Don Roberts: Media Censorship and 'Printist' Librarians." American Libraries, November 1977. pp. 544-45.

[2] Boyle, "An Interview with Don Roberts." p. 543.

Until that time, this manual illustrates our attempt to provide in the present adult and children's catalogs, as much bibliographic control over the media collections as can be reasonably accomplished.

The tables of contents, including individual tables of contents for each chapter, which list the various media covered within this manual, presents to the reader the various media found in a library today, and how vital it is to have an access point for the library user to effectively utilize library resources.

The total library collection was first analyzed as to its various media components, and from this, each type of media was cataloged, classified (if necessary) and packaged for shelf use, with as much uniformity as could be achieved. Some of the individual cataloged media processing steps are the result of necessary compromises (i.e., the preferred solution was not used due to various factors such as labor costs, length of time for completion, budget constraints, etc.).

In theory a library might ideally house all media together, regardless of type of media. Thus each collection (fiction, subject, Spanish, etc.) would contain different media relevant to that collection. But in practice the reverse occurs. The type of media determines the collection (e.g. cassette tape collection, book collection, 16mm film collection, filmstrip collection, etc.). The impracticality of housing differently packaged media in the public area, the high cost of certain media (e.g. 16mm films), and a need for more security of some media all contribute to media separation. This is common practice as music stores follow a similar media arrangement.

The main question in this area, is which method best serves the library user: to have all media together by library collection or by separate media? Besides the above mentioned restraints on total media shelf integration, a basic determinant is the type of equipment needed to use the media. Owners of record players, tape recorders, filmstrip projectors, etc., most likely prefer separate media collections since it keeps together the media they are selecting. It seems theory here is easily overruled by practical library and library user concerns.

The general approach taken in this manual is of a practical nature. Through card catalog or computer printout examples, each library collection is represented. This manual though is not meant as an audio-visual or materials processing manual. For the reader interested in a more inclusive discussion, please consult the bibliography or Library Literature. The response of this public library to an overdue area in library collection development has contributed to the production of this manual. One must keep in mind that this manual is better suited for a public library which houses established media collections. The public library approach can be somewhat different from that of educational institutions (such as elementary, secondary, or community college instructional resource centers). Adaptations could, of course, be considered.

The separate public catalogs at this library are the: union public card catalog, audio-visual card catalog, children's public card catalog, branch library public card catalogs, form tray public card catalogs (adult and children's), and special computer produced book catalogs. Certain media items are not represented in the union catalog, in which case there are separate catalogs for the library user to consult. A note to this effect appears when applicable.

To provide uniformity, the general practice in terms of cataloging of material has been to follow the Anglo-American Cataloging Rules (1967), with revised chapters 6, 12, 14; the MARC format; and the International Standard for Bibliographic Description whenever possible. The selection and use of media terminology is based upon currently established and widely accepted library media designator terms. Changes may be made to reflect popular and contemporary usage or preference.

For convenience, similar types of media have been grouped in chapters (e.g., printed materials, pictures, films, etc.).

This manual has been oriented towards public libraries. Its value, appeal, and usage apply to several groups of users:

catalogers;
reference librarians;
information assistants;
audio-visual librarians;
library administrators;
library school faculty members, students;
library vendors, suppliers, etc.

2

PRINTED MATERIALS

CONTENTS OF THIS CHAPTER

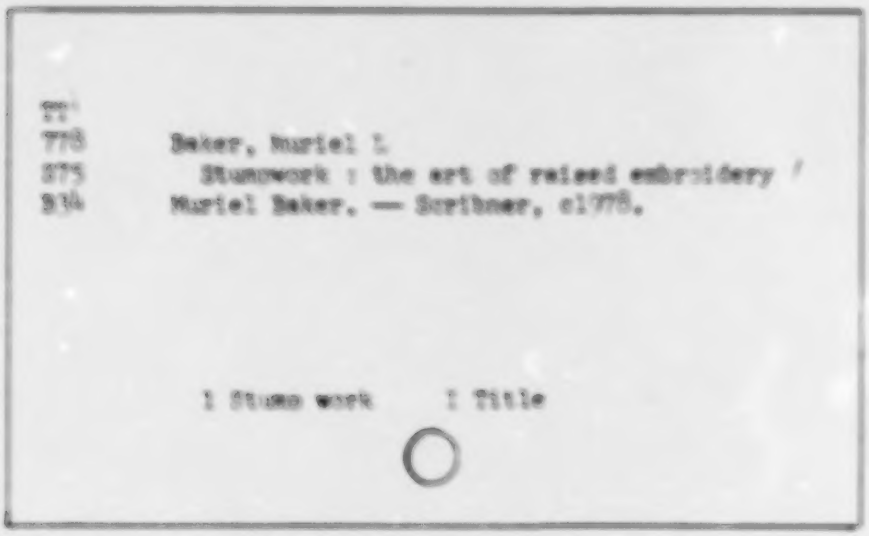
ADULT SUBJECT
ADULT SUBJECT: BIOGRAPHY
ADULT SUBJECT: SPANISH LANGUAGE SUBJECT HEADINGS
ADULT SUBJECT: MUSIC SCORES
ADULT FICTION
LIBRARY SERVICE COLLECTION
ADULT PERIODICALS
ADULT INFORMATION FILE
COLLEGE CATALOGS
TELEPHONE DIRECTORIES
PATTERNS
CHILDREN'S SUBJECT
CHILDREN'S FICTION
CHILDREN'S SERVICE COLLECTION
CHILDREN'S PERIODICALS
CHILDREN'S INFORMATION FILE

ADULT SUBJECT

The adult subject collection (also referred to as nonfiction) is arranged by the Library of Congress classification (LCC) system.

All catalog in the Library system are represented in the main library public card catalog (each library catalog is divided, i.e. author/title and subject) with the following exceptions: (1) titles listed in certain computer produced catalogs and (2) certain branch library books such as [illegible] editions of a title or subject areas where it is felt the main library has sufficient depth of subject material and there would be little value to add another title at the main library (an infrequent occurence).

Catalog card example.

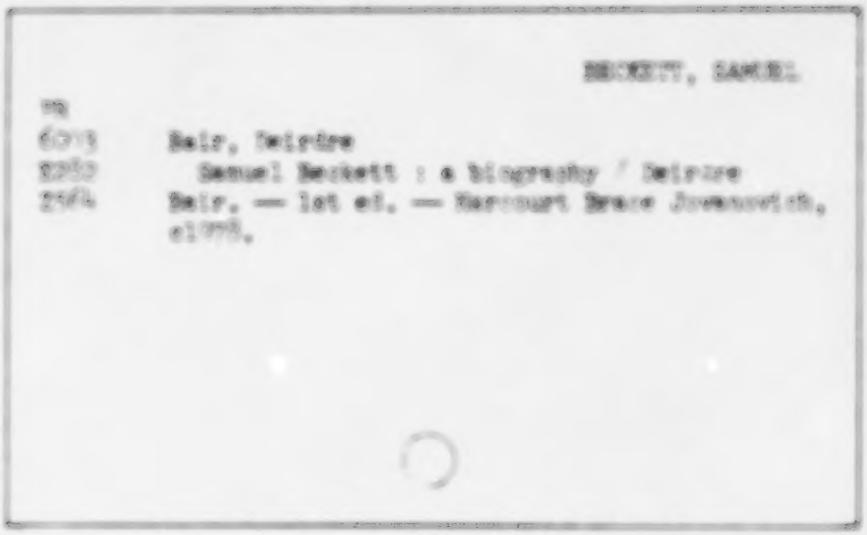


Card set in the adult catalog.

ADULT SUBJECT: BIOGRAPHY

In addition to a card set in the adult catalog, a separate card file (immediately following the subject catalog) is maintained for biographies and autobiographies. The file consists of main entry cards with the name of the biographee in the upper right corner of the card.

Catalog card example.



Blue card stock.

Main entry card in the biography trays (following subject catalog trays).

ADULT SUBJECT: SPANISH LANGUAGE SUBJECT HEADINGS

A separate card file (immediately following the biography file) is maintained for Spanish language subject books. The file consists of Spanish language subject headings.

Main source for Spanish subject headings: Lista de Encabezamientos de Materia para Bibliotecas. 3 v., and 2 suppl. Washington: Union Panamericana, 1967-1970.

Catalog card example.

SPANISH
SB
104 Baal, Juan Bautista
R33 Cuentos españoles de Colorado y Nuevo
1977 Mexico / Juan B. Baal. -- 2.ed. rev. --
Museum of New Mexico Press, 1977.
2 v.

1 Mexican American tales 2 Title
1 Cuentos mexicanoamericanos

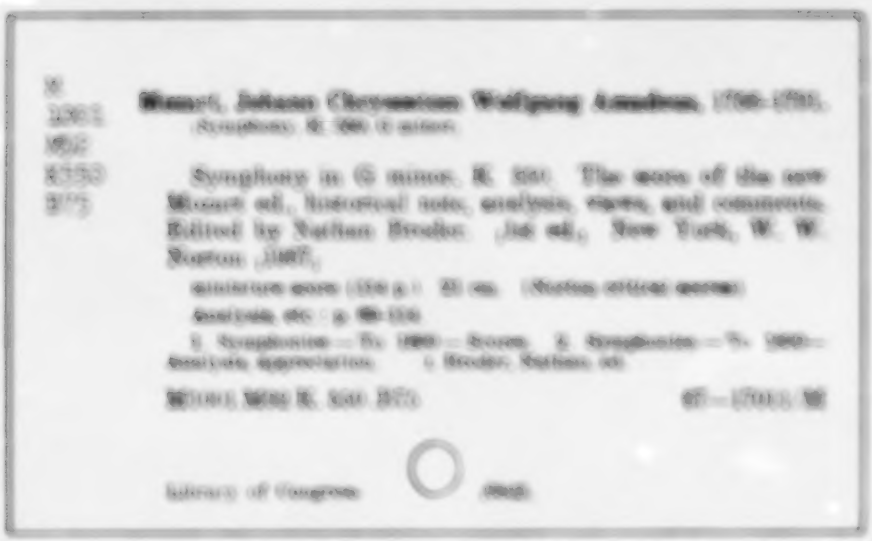
FORM TRAY

Spanish subject card in the Spanish subject headings tray (following biography trays).

ADULT SUBJECT: MUSIC SCORES

Music scores are not a separate collection, but rather part of the adult subject collection. Although it would appear a separate catalog form tray is not needed, it is used at the Inglewood Public Library primarily to allow the library user to know which scores are available on cell or corresponding sound recordings. This is especially useful as the card catalog is located on the second level and the music scores and sound recordings are located on the third level.

Catalog card example.


M
1001
.M52
K350
1977

Mozart, Johann Chrysostom Wolfgang Amadeus, 1756-1791.
Symphony, K. 550, G minor.

Symphony in G minor, K. 550. The score of the new Mozart ed., historical note, analysis, notes, and comments. Edited by Nathan Broder. 2nd ed., New York, W. W. Norton [1977].

miniature score (150 p.) 33 cm. (Norton critical scores)
Analysis, etc.: p. 99-134
1. Symphonies -- Scores. 2. Symphonies -- Scores -- Analysis, appreciation. I. Broder, Nathan, ed.
M1001.M52 K. 550 [M7] 87-[7011] MI

Library of Congress [Rev]

Card set in the adult catalog.
Main entry card in the audiovisual catalog music form tray.

ADULT FICTION

The adult fiction collection contains the following separate sub-collections, each arranged by author: fiction, mystery, western, science fiction, short story, and romance.

All cataloged books in the Library system are represented in the main library public card catalog with the following exception: different editions of the same title may be in a branch collection but not in the main library collection.

Catalog card example.

FICTION

De Jongh, James
City cool : a ritual of belonging / James de Jongh, Carles Cleveland. -- 1st ed. -- Random House, c1978.

1 Gangs--United States--Fiction I Title

Card set in the adult catalog.

LIBRARY SERVICE COLLECTION

The library service collection (LSC), consists of cataloged books, pamphlets, and periodicals dealing with library service, and is located in the library service collection room.

In addition to the card set in the adult catalog, a separate card file arranged by main entry for LSC cataloged and classified material is maintained in the LSC room. A list of LSC journals, periodicals, etc. is also maintained there.

Catalog card example.

LIBRARY SERVICE
COLLECTION

Z
697 Inglewood Public Library
C515 Library of Congress classification adapted
I53 for children's library materials. — 3d ed. —
1976 Inglewood Public Library, 1976.

"In addition to changes, additions, and deletions affecting the second edition, titled Library of Congress classification adapted for children's books (1972), materials from Library of Congress classification adapted for children's sound recordings (1973) have been revised and included."

Don't circulate

LIBRARY SERVICE
COLLECTION

Z
697 Inglewood Public Library
C515 Library of Congress classification adapted
I53 for children's library materials...1976.
1976 (Card 2)

1 Classification—Books—Children's literature
2 Classification, Library of Congress
I Perkins, John W., 1917-
II Title

Card set in the adult catalog (main library).

Main entry card in the library service collection catalog form tray.

ADULT PERIODICALS

The adult periodical collection consists of the current issue in plastic covers displayed on slant shelves and single back issues in boxes and bound volumes. Back issues of selected titles are also available on microfilm which is used with microfilm readers and microfilm reader/printers. A computer produced periodicals catalog is also maintained (SEE p. 51).

Catalog card example.

PERIODICAL

Library Journal

Consult the periodicals catalog for exact holdings, formats, and location information.

1. Libraries—United States—Periodicals

Card set in the adult catalog.

The adult catalog includes Children's Library periodicals holdings.

ADULT INFORMATION FILE

The adult information file consists principally of pamphlets, arranged by the Library of Congress (LC) subject headings and housed in shelf files. Information notes for materials in this collection are filed in the adult subject catalog.

At the Morningside Park branch library, the children's information material is maintained with the adult.

Catalog card example.

FINLAND

Additional material on this subject is located in the information file. Please ask at the information desk or reference desk.

Green card stock.
Card in the adult subject catalog.

Additional specialized information files.

The Library also maintains specialized information files which include annual reports, California cities and counties, travel information, organizations, occupations, biography, and commercial catalogs. These files are not represented in the union catalog.

COLLEGE CATALOGS

College catalogs are arranged alphabetically by state. The main library also subscribes to a service providing catalogs of four year colleges and universities (United States) on microfiche.

Catalog card example.

CATALOGS, COLLEGE

The Library maintains a collection of local, national, and select foreign college and university catalogs. U.S. catalogs are available in hard copy or microfiche. The Library also maintains vocational, technical, business, commercial, correspondence, and other specialized catalogs. Please ask at the information desk or reference desk for specific college or university catalogs.

Green card stock.
Card in the adult subject catalog.

TELEPHONE DIRECTORIES

Telephone directories are arranged by state and alphabetically by city within a state. Foreign directories are arranged by country.

Catalog card example.

TELEPHONE — DIRECTORIES

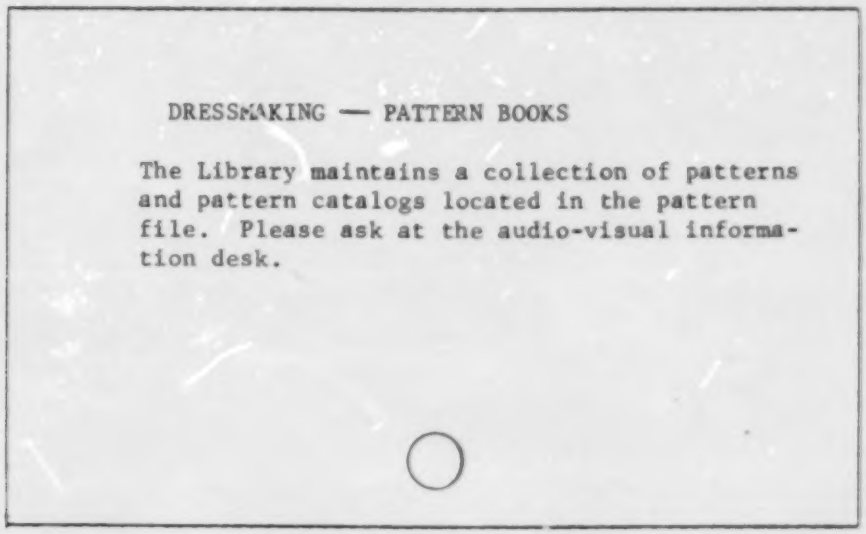
The Library maintains a collection of local, national, and select foreign telephone directories. Please ask at the information desk or reference desk.

Green card stock.
Card in the adult subject catalog.

PATTERNS

The pattern collection consists of purchased and donated patterns for children's, men's, and women's clothing maintained as a separate collection. Maintained with this collection are pattern catalogs which are noncirculating.

Catalog card example.


DRESSMAKING — PATTERN BOOKS

The Library maintains a collection of patterns and pattern catalogs located in the pattern file. Please ask at the audio-visual information desk.

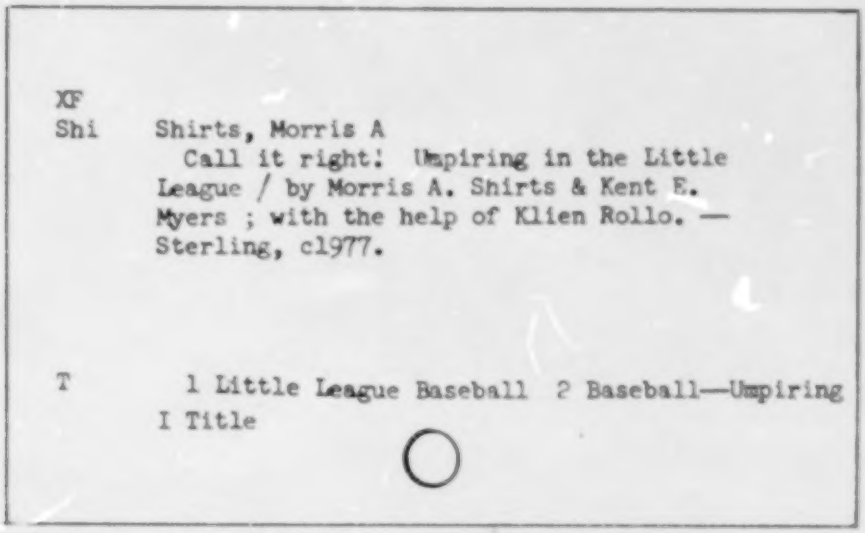
Green card stock.
Card in the adult subject catalog.

CHILDREN'S SUBJECT

The children's subject collection (also referred to as nonfiction) is arranged by an LCC adaptation for children's materials.[1]

All cataloged children's books in the Library system are represented in the children's public card catalog in the main library. This includes branch only titles in the Library system.

Catalog card example.



XF
Shi Shirts, Morris A
Call it right! Umpiring in the Little League / by Morris A. Shirts & Kent E. Myers ; with the help of Klien Rollo. — Sterling, c1977.

T 1 Little League Baseball 2 Baseball—Umpiring
I Title

Card set in the children's catalog.

[1] Inglewood Public Library. Library of Congress Classification Adapted for Children's Library Materials, 3d ed., 1976.

CHILDREN'S FICTION

The children's fiction collection is arranged by author.

All cataloged children's books in the Library system are represented in the children's public card catalog in the main library. This includes branch only titles in the Library system.

Catalog card example.

FICTION

Erickson, Russell E
Warton's Christmas Eve adventure / by Russell E. Erickson ; pictures by Lawrence Di Fiori. — Lothrop, Lee & Shepard, c1977.

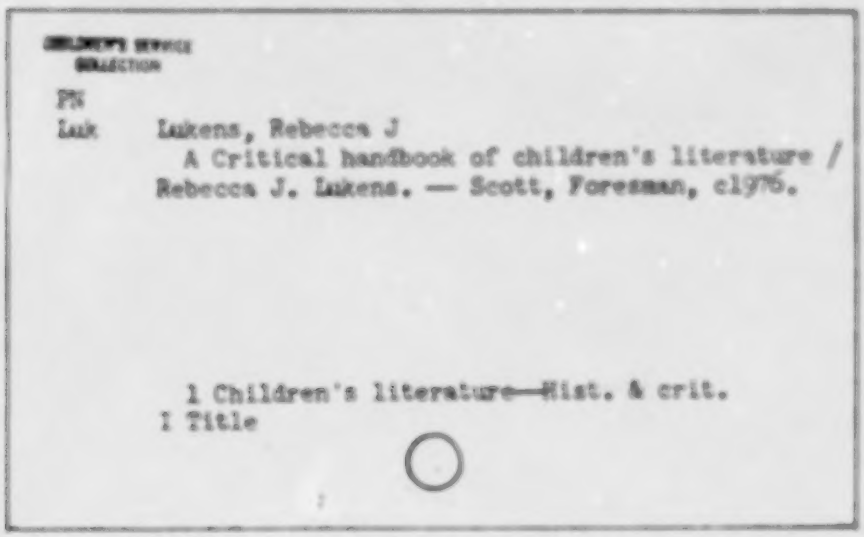
J 1 Christmas stories I Title

Card set in the children's catalog.

CHILDREN'S SERVICE COLLECTION

The children's service collection is a separately shelved collection of cataloged books, pamphlets, and periodicals, for parents, teachers, librarians, and adults working with children.

Catalog card example.


[redacted] SERVICE
[redacted] LECTION

PN
Luk Lukens, Rebecca J
A Critical handbook of children's literature / Rebecca J. Lukens. — Scott, Foresman, c1976.

1 Children's literature—Hist. & crit.
I Title

Card set in the children's and adult catalogs.
Locator note included on adult card set.

CHILDREN'S PERIODICALS

The children's periodicals collection consists of the current issue in plastic cover displayed on slant shelves and single back issues in boxes.

Catalog card example.

PERIODICAL

Jack and Jill

Consult the children's periodicals catalog for exact holdings.

1. Children's periodicals

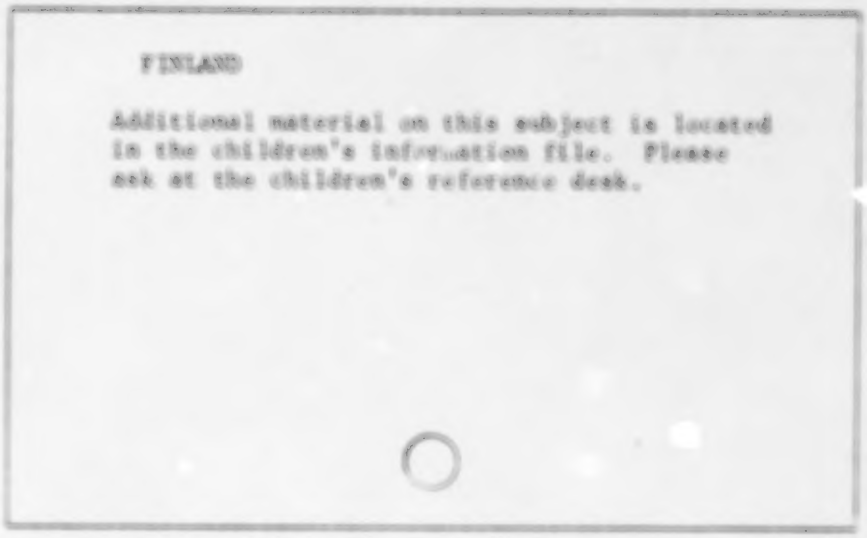
Card set in children's and adult catalogs.

CHILDREN'S INFORMATION FILE

The Children's information file consists principally of pamphlets, arranged by LC subject headings and housed in shelf files. Information notes for material in this collection are filed in the children's subject catalog.

At Morningside Park branch library, the children's information material is maintained with the adult.

Catalog card example.


FINLAND
Additional material on this subject is located in the children's information file. Please ask at the children's reference desk.

Green card stock.
Card in the children's subject catalog.

3

PICTORIAL MATERIALS

CONTENTS OF THIS CHAPTER

ART REPRODUCTIONS

CANVAS ART REPRODUCTIONS

FRAMED ART REPRODUCTIONS

PICTURES

POSTERS

STUDY PRINTS

ART REPRODUCTION

Art reproductions are mounted on poster board of 28 cm. x 35.5 cm. (11" x 14") and then laminated or inserted into cardboard backed plastic sleeves. They are arranged alphabetically by artist and housed in shelf files.

Catalog card example

Matisse, Henri, 1869-1954

Reproductions of works by this artist are
located in the art reproduction file.

Cream card stock.
Card in the adult author-title catalog.

CANVAS ART REPRODUCTIONS

Canvas art reproductions are art reproductions mounted on canvas panels. They are housed in the children's area of the main library and branch libraries. It is a rotational collection with two sets at the main library; one set at each branch library (each set is of equal size).

A form tray main entry card rotates with the reproduction every four months. A routing slip is on the back of the reproduction.

The identification numbers are: A- series; B- series; C- series; D- series. The identification number is noted on the card set.

Catalog card example.

CANVAS ART
REPRODUCTION

A-75 Manet, Edouard, 1832-1883
Carnations and clematis. - Panorama of Great Art, 1977.
1 art print: col.; 27x16 cm.
Painted c.1882; located in the Louvre, Paris.

I Title

Card set in the adult and children's catalog. Main entry card in the children's catalog canvas art reproductions form tray (main and branch libraries) and in the audio-visual catalog canvas art reproductions form tray.

FRAMED ART REPRODUCTIONS

Framed art reproductions are displayed in an open area of the main library for library user selection.

Catalog card example.

FRAMED ART
REPRODUCTION

Whistler, James Abbott McNeill, 1834-1903
Battersea Reach. New York Graphic Society.
1 art framed art print. col; 50x76 cm.
Painted c. 1865; located in the Corcoran Gallery of Art, Washington, D. C.

I Title

Card set in the adult author-title catalog.
Main entry card in the audio-visual catalog framed art reproduction form tray.

PICTURES

Pictures in the picture file are mounted on poster board of 23 cm. x 28 cm. (9" x 11") and then laminated or inserted into cardboard backed plastic sleeves. They are arranged by LC subject headings and housed in shelf files.

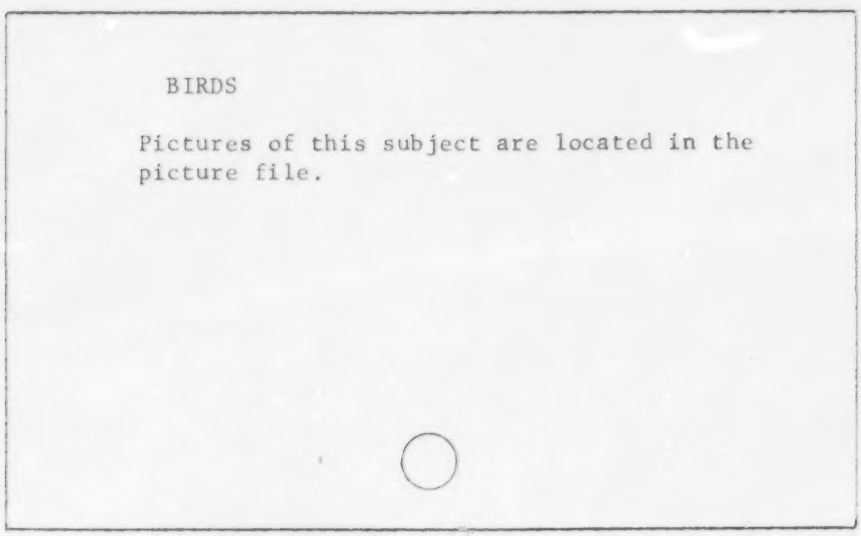
For the adult subject catalog, general LC subject headings with no further subject heading divisions are used. However, LC subject headings assigned to the individual label on the back of the picture usually include a subject heading subdivision. This method groups pictures on a general subject for user convenience. Examples of label subject headings are:

BIRDS — FINCHES

BOATS AND BOATING — TUGBOATS

PORTRAITS — KING, MARTIN LUTHER, JR.

Catalog card example.



Green card stock.
Card in the adult subject catalog.
Card in the audio-visual catalog picture form tray.
Card in the children's subject catalog.

Subject authority file maintained in the Audio-visual Division.

POSTERS

Posters are housed in a display unit in an open area of the main library for library user selection. The posters are filed alphabetically by poster title.

An information note is filed in the adult subject catalog.

Catalog card example.

POSTERS

The Library maintains a collection of posters. Please consult the poster file catalog in the audio-visual area.

Green card stock.
Card in the adult subject catalog.

The poster file card includes a photograph of the poster (when available and preferably in color) affixed to a catalog card.

Poster file form tray card example.

Caution-human beings here-handle with care.
Argus, 1972.
1 art print: col.; 51x35.5 cm.

Card in the audio-visual catalog poster file form tray.

STUDY PRINTS

Adult study prints are a series of pictorial representations larger than 23 cm. x 28 cm. (9" x 11") in size, on individual subjects. These series are either closed or open entry. A closed entry is a series of prints having an interrelated theme. An open entry is one to which additional study prints on an individual subject may be added. For the adult subject catalog, general LC subject headings with no further subject heading divisions are used. However, as with the picture file, LC subject headings assigned to the individual label on the back of the study print usually include a subject heading division.

Catalog card example.

HORSES

Pictures of this subject are located in the study print collection.

Green card stock.
Card in the adult subject catalog.
Card in the audio-visual catalog study print form tray.
Card in the children's subject catalog.

Subject authority file maintained in the Audio-visual Division.

4

FILMS

CONTENTS OF THIS CHAPTER

FILMS (16MM)

FILMS (16MM) – CIRCUIT

FILMS (8MM AND SUPER 8)

FILMSTRIPS/FILMSTRIP KITS

SLIDES

FILMS (16MM)

The film collection (16mm) is arranged alphabetically by title. It includes films on extended loan. An annotated computer produced film cagalog is also maintained (SEE p. 49).

Catalog card example.

FILM
16MM

The Mad baker. Motion picture. — Crunchbird Productions, 1971
1 reel, 10 min. : sd., col. ; 16mm.

SUMMARY: Animated spoof of the vampire and Frankenstein legends.

1. Moving-picture cartoons. 2. Horror films.

Card set in the adult catalog (includes films on extended loan).
Main entry card in the audio-visual borrower 16mm film selection file.

FILMS (16MM) — CIRCUIT

This collection is not represented in the union catalog.

Catalog card example.

CIRCUIT
FILM
16MM MAN, THE INCREDIBLE MACHINE
30 MIN. COLOR SC-7

An astounding photographic journey inside the human body allows the viewer to observe the inner workings of the heart, brain, muscles, skeleton, skin and sense organs of an actual living being.

National Geographic 1976

Summary description card in the audio-visual catalog circuit film form trays and the audio-visual borrower 16mm film selection file.

Two form trays are utilized: one consists of an alphabetical listing of all titles; the second consists of an alphabetical listing of all titles divided by month, indicating month those titles will be at the Inglewood Public Library.

FILMS (8MM and SUPER 8)

This collection is not represented in the union catalog.

The 8mm and Super 8 film collection is arranged alphabetically by title Simplified cataloging of the films is used. An annotated computer produced book catalog is also maintained (SEE p. 49).

Catalog card examples.

FILM
8MM

Adventures of Batman — Episode 1 — The Electrical Brain. Blackhawk.

SUMMARY: Batman and Robin attempt to corner an enemy espionage ring with designs on the hospital's radium supply. In a dramatic roof-top fight, they successfully thwart the villians, but Batman is knocked from the roof into space.

FILM
SUPER
8

Super Nanny. Walt Disney.

SUMMARY: Mary Poppins flies in out of the blue one day to care for Jane and Michael... and from then on their days are touched by magic.

Main entry card in the audio-visual catalog 8mm and Super 8 film form tray (to be eliminated when the computer produced film catalog including 8mm and Super 8 film listings is completed).
Main entry card in the audio-visual borrower 8mm and Super 8 film selection file.

FILMS (8MM and SUPER 8)

This collection is not represented in the union catalog.

The 8mm and Super 8 film collection is arranged alphabetically by title. Simplified cataloging of the films is used. An annotated computer produced book catalog is also maintained (SEE p. 49).

Catalog card examples.

FILM
8MM

Adventures of Batman — Episode 1 — The Electrical Brain. Blackhawk.

SUMMARY: Batman and Robin attempt to corner an enemy espionage ring with designs on the hospital's radium supply. In a dramatic roof-top fight, they successfully thwart the villians, but Batman is knocked from the roof into space.

FILM
SUPER
8

Super Nanny. Walt Disney.

SUMMARY: Mary Poppins flies in out of the blue one day to care for Jane and Michael... and from then on their days are touched by magic.

Main entry card in the audio-visual catalog 8mm and Super 8 film form tray (to be eliminated when the computer produced film catalog including 8mm and Super 8 film listings is completed).

Main entry card in the audio-visual borrower 8mm and Super 8 film selection file.

FILMSTRIPS/FILMSTRIP KITS

A filmstrip kit consists of a filmstrip and at least one other media (e.g. booklet and audio cassette). A listing of filmstrips and filmstrip/kits is in one file since the primary users appear to be teachers and the filmstrip is considered the primary media of this kit, necessitating, of course, the use of a filmstrip projector. (Past experience has shown that the general public usually does not have personal filmstrip projectors, and thus circulation of these kits is dominated by teacher usage. This file gives immediate access to kits with filmstrips and avoids having to search through the regular kit file). Subject filmstrips/filmstrip kits are arranged by the LCC. Fiction filmstrips/filmstrip kits are arranged by author.

Catalog card examples.

FILMSTRIP
SB
369 Consumer tips on fresh citrus. [Filmstrip]
S9 Sunkist Growers, [19--]

1 Citrus fruits

FILMSTRIP KIT
TD
794.5 Recycling : an ecology study. [Kit]. --
R42 The Aluminum Association, [19--]
Kit includes: 1 filmstrip, 1 sound recording (disc), 1 teacher's guide.

SUMMARY: Explains how man is conserving his natural resources and solving the solid waste disposal crisis by recycling.

1 Recycling (Waste, etc.)

Card set in the adult catalog.
Card set in the children's catalog.
Main entry card in the audio-visual catalog filmstrip/filmstrip kit form tray.
Main entry card in the children's catalog filmstrip/filmstrip kit form tray.
Main entry card in the audio-visual borrower filmstrip/filmstrip selection file

Locator note included on card set in the children's catalog and filmstrip/filmstrip kit form tray.

SLIDES

Subject slides are arranged by the LCC. Fiction slides are arranged by author.

Catalog card example.

SLIDE
M
1627 Slide-a-song. ¡Slide¡ -- Phoenix : Slide &
S43 Strip, ¡19--¡
slides : col. ; 2x2 in.

SUMMARY: Uses cartoons and lyrics to American songs for sing-a-long programs.

I Title anals.

Card set in the adult catalog.
Card set in the audio-visual catalog.
Main entry card in the audio-visual catalog slide form tray.

5

SOUND RECORDINGS

CONTENTS OF THIS CHAPTER

ADULT SOUND RECORDINGS

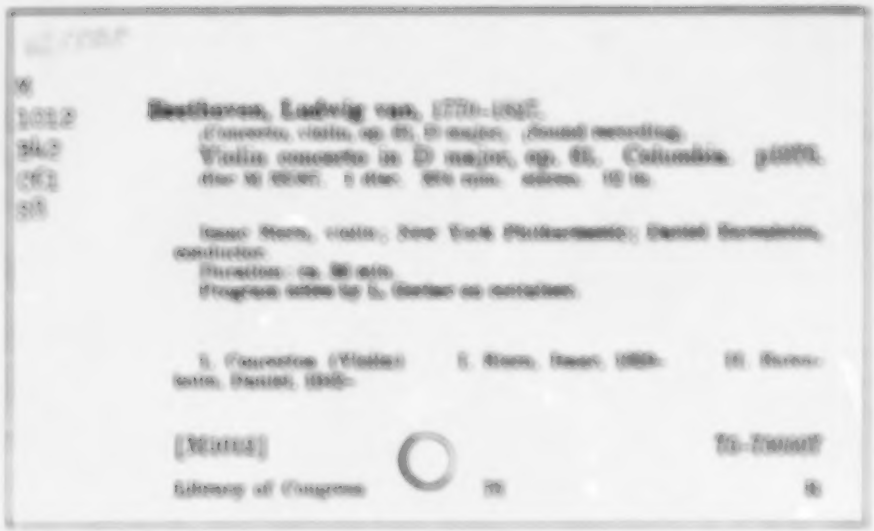
CHILDREN'S SOUND RECORDINGS

ADULT SOUND RECORDINGS (LCC, Fiction, Science Fiction, Popular, Jazz, and Spanish.)

The adult sound recording collections are maintained by media which include phonograph records, audio cassettes, 8-track tape cartridges, and reel-to-reel tapes. Each media collection may then contain the following groups: subject materials arranged by the LCC, fiction and science fiction arranged alphabetically by author. Popular and jazz are arranged by artist. Spanish includes popular arranged by artist and subject by the LCC.

NOTE: Please consult pp. 38 and 39 for a complete picture of how sound recording collections cataloging information appears in the union catalog.

Catalog card example.


M
1012
.V42
[M1
.V5

Beethoven, Ludwig van, 1770-1827.

[Concerto, violin, op. 61, D major. Sound recording.

Violin concerto in D major, op. 61. Columbia. p1970.

[ca. 1 disc. 60 min. stereo. 12 in.

Isaac Stern, violin; New York Philharmonic; Daniel Barenboim, conductor.

Duration: ca. 60 min.

Program notes by L. Harlan on container.

1. Concertos (Violin) 2. Stern, Isaac, 1920- 3. Barenboim, Daniel, 1942-

[Music]

Library of Congress M

Card set in the audio-visual catalog.
Main entry card in the audio-visual filled order file (FOF).

ADULT SOUND RECORDINGS (LCC "M", Popular, and Jazz.)

These three groups of sound recordings have no direct cataloging information in the union catalog. This decision was reached since there is a separate audio-visual catalog on the third floor and it was felt a directional note would "guide" the library user to the audio-visual catalog, thus avoiding duplicating the audio-visual catalog, saving on maintenance labor cost. Also the turnover of sound recordings in these three groups is higher than in the other groups which would necessitate higher maintenance requirements on the union catalog. For sound recordings other than these groups there is a full set of catalog cards in the adult catalog.

Catalog card example.

Beethoven, Ludwig van, 1770-1827

Please consult the audio-visual catalog
for sound recordings of musical works by
this composer.

Green card stock.
Card in the adult author-title catalog.

ADULT SOUND RECORDINGS (Other than LCC "M", Popular, and Jazz.)

Catalog card example.

RECORD
FICTION

Tolkien, John Ronald Reuel, 1892–
J. R. R. Tolkien reads and sings from his The lord of the rings. [Sound recording] Caedmon TC 1478. p1975.
1 disc. 33⅓ rpm. stereo. 12 in.

Excerpts from v. 2 and 3 of The lord of the rings.
Based on a tape recording made in 1962.
Duration: ca. 43 min.
Descriptive notes by G. Sayer on container.
CONTENTS:
v. 2. The two towers.—v. 3. The return of the king.

I. Title: The lord of the rings. II. Title: The two towers.
III. Title: The return of the king.

[PR6039.O32] 75-750494

Library of Congress 76 MN

Card set in the adult catalog.
Card set in the audio-visual catalog.

Main entry card in the audio-visual adult filled order file (FOF).

CHILDREN'S SOUND RECORDINGS

The children's sound recording collections are maintained by media which include phonograph records and audio cassettes. Each media collection may then contain subject materials arranged by the modified LCC and/or fiction arranged alphabetically by author. Spanish and French include subject by the LCC.

Catalog card example.

RECORD

XA
Cor Corbin, Charles B
Jumpnastics. Created by Charles B. Corbin, in association with Ambrose Brazelton. Educational Activities and Kimbo Educational Records KEA 6000. [1970?]
2 discs.
Includes teachers' guide.

J 1 Gymnastics 2 Exercise I Title

Card set in the children's catalog.

Main entry card in the children's catalog sound recordings form tray.
Main entry card in the audio-visual children's filled order file (FOF).

6

KITS

CONTENTS OF THIS CHAPTER

ADULT KITS

CHILDREN'S KITS

ADULTS KITS

A kit consists of at least two different media (e.g. phonograph record and book, slides and audio cassettes, etc.). Subject kits are arranged by the LCC. Fiction kits are arranged by author. A kit may be packaged as one unit or located by type of media in the appropriate area of the library (e.g. book on the shelf, audio cassette in display unit) with a note on each media designating it as part of a kit which circulates only as a kit. (For kits containing filmstrips, (SEE p. 35).)

Catalog card example.

KIT
TL
152 Chilton Book Company
C526 Chilton's MAC mechanic/audio/cassette tune-up your car with Chilton's audio tune-up kit for General Motors 1966-74 cars. [Kit] / prepared by Learning consultants ; photography by Ray Paul. — Chilton Book, c1976.
Kit includes: 1 book, 1 sound recording (cassette).

1 Automobiles—Maintenance and repair
I Title II Title: Chilton's tune-up kit for General Motors 1966-74 cars

Card set in the adult catalog.
Card set in the audio-visual catalog.

Main entry card in the audio-visual catalog adult kit form tray.
Main entry card in the audio-visual adult filled order file (FOF).

CHILDREN'S KITS

Children's subject kits are arranged by the modified LCC. Fiction kits are arranged by author.

Catalog card examples

KIT
PR
2 McGovern, Ann
Macg Stone soup. [Kit] / by Anne McGovern ; pictures by Nola Langner. -- Scholastic Book Services, 1975, c1968.
Kit includes: 1 book, 1 sound recording (disc).

J 1 Folklore I Title

Card set in the children's catalog.

Main entry card in the children's catalog kits form tray (filmstrip kit cards are filed in the filmstrip/filmstrip kit card form tray and audio-visual filmstrip/filmstrip kit catalog form tray (SEE p. 35).

An information note is filed at the beginning of the children's catalog kits form tray.

Children's catalog kits form tray example.

Catalog cards for adult kits containing filmstrips are filed in the filmstrips/ filmstrip kits catalog tray.

Green card stock.
Card in the children's catalog kit form tray.

7

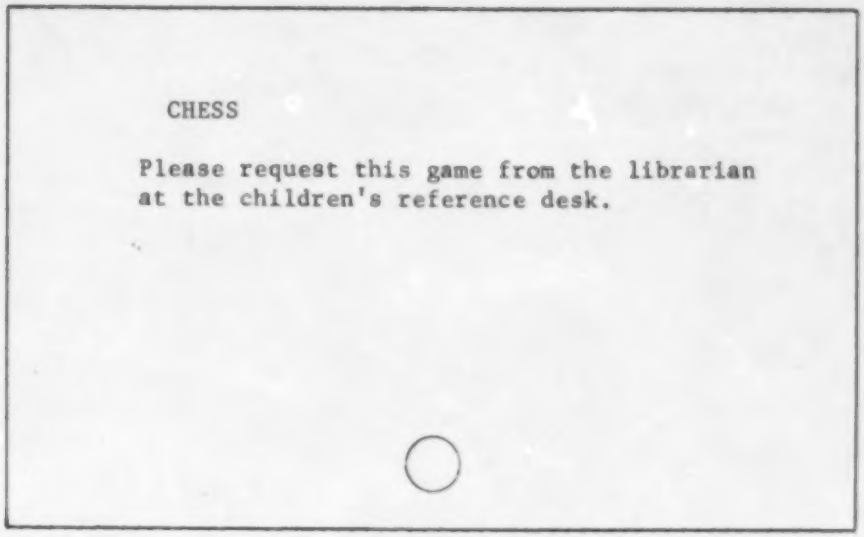
GAMES

CONTENTS OF THIS CHAPTER

CHILDREN'S GAMES

CHILDREN'S GAMES

Catalog card example.



Green card stock.
Card in the children's subject catalog.

8

COMPUTER PRODUCED CATALOGS

CONTENTS OF THIS CHAPTER

EMPLOYMENT AND SCHOLASTIC TESTS BOOKS CATALOG

FILM CATALOG

LARGE PRINT CATALOG

PERIODICALS CATALOG

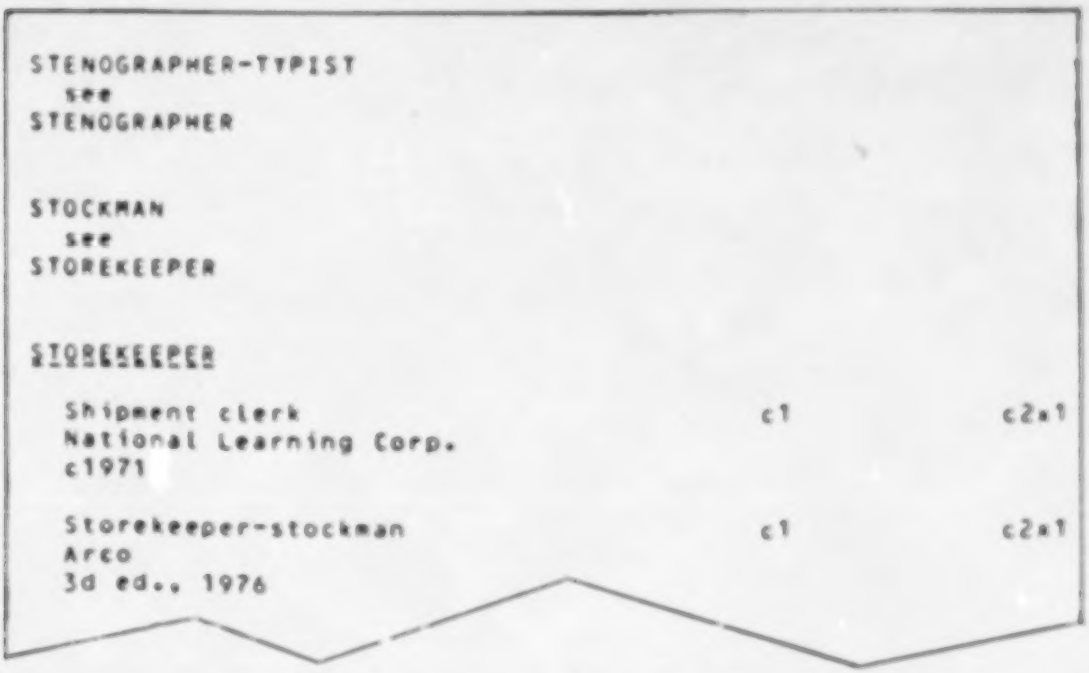
EMPLOYMENT AND SCHOLASTIC TESTS BOOKS CATALOG

This collection is not represented in the union catalog.

A computer produced catalog of employment and scholastic tests books is maintained. There are two editions: a public edition listing titles and a staff edition listing titles, number of copies, and location.

An updated edition is produced periodically.

Computer printout example.



STENOGRAPHER-TYPIST
see
STENOGRAPHER

STOCKMAN
see
STOREKEEPER

STOREKEEPER

Shipment clerk c1 c2 c1
National Learning Corp.
c1971

Storekeeper-stockman c1 c2 c1
Arco
3d ed., 1976

No public cards, shelf list cards, or FOF cards are maintained.

FILM CATALOG

A computer produced list of the permanent 16mm, 8mm, and Super 8 film collections (including 16mm films on extended loan) is maintained. It is updated periodically — usually annually.

It consists of two parts: (1) the 16mm film collection with a subject listing and an alphabetical title listing with annotations, (2) the 8mm and Super 8 film collection of title listing with annotations.

Copies of the film catalog are located at the audio-visual desk and branch libraries.

Computer printout example.

[redacted] 19 MINUTES COLOR J A

The puppet hero molds flower pots on a potter's wheel. His contented existence is shattered by the intrusion of a giant omnipotent hand, which reshapes the clay into an image of the hand. The potter resists, but is finally tricked into submission. In a final effort to escape, he is accidentally killed in a bizarre accident. This provocative film will stimulate discussion on political and artistic freedom and integrity of the individual. (CMcGM)

[redacted] 15 MINUTES COLOR J A

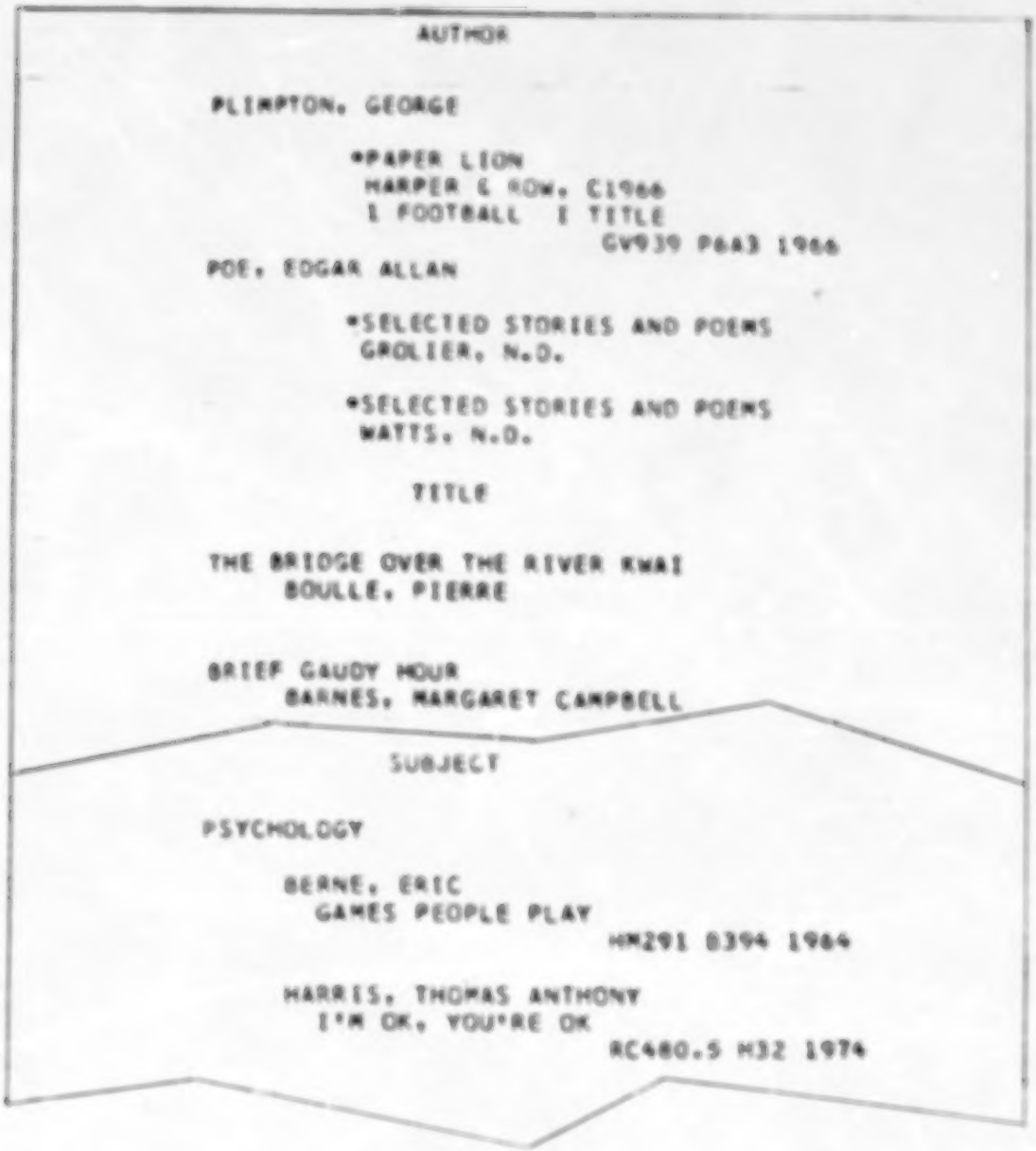
Hang gliding is relatively new to most of today's population, but actually it is centuries old. In the beginning it was just man's first attempt at flight. Some historians say Leonardo da Vinci started it all. However, it has been brought back to life during the last year or two by literally thousands of people who become airborne without any kind of a pilot's license. Whether it be a flight that lasts for thirty seconds or three hours, it's just that great sensation that you are on your own, soaring through the air.

LARGE PRINT CATALOG

A computer produced catalog of adult and children's large print book collections is maintained. It consists of two volumes: author/title and general LC subject.

An updated edition is produced periodically.

Computer printout example.



AUTHOR

PLIMPTON, GEORGE

*PAPER LION
HARPER & ROW, C1966
1 FOOTBALL I TITLE
GV939 P6A3 1966

POE, EDGAR ALLAN

*SELECTED STORIES AND POEMS
GROLIER, N.D.

*SELECTED STORIES AND POEMS
WATTS, N.D.

TITLE

THE BRIDGE OVER THE RIVER KWAI
BOULLE, PIERRE

BRIEF GAUDY HOUR
BARNES, MARGARET CAMPBELL

SUBJECT

PSYCHOLOGY

BERNE, ERIC
GAMES PEOPLE PLAY
HM291 B394 1964

HARRIS, THOMAS ANTHONY
I'M OK, YOU'RE OK
RC480.5 H32 1974

PERIODICALS CATALOG

A computer produced catalog of adult and children's periodicals holdings is maintained. It consists of two volumes: title and general LC subject.

A cumulative updated edition is produced periodically.

Computer printout example. (SEE p. 32)

INGLEWOOD PUBLIC LIBRARY
PERIODICAL TITLES
1/1/79

TITLE	LIBRARIES	SPECIAL LOCATION*	OPEN SHELF	MICROFILM	DEPOSITORY
AARP NEW BULLETIN	MAIN		CYO		
AB BOOKMAN'S WEEKLY	MAIN	LSC	CYO		
ACCENT ON LIVING	MAIN		1975-		1971-1974
ACS/L.A. NEWSLETTER	MAIN		1978-		
ADMINISTRATIVE MANAGEMENT	MAIN		1975-		1970-1974
ADMINISTRATOR'S DIGEST	MAIN	LSC	1974-		
ADVENTURE ROAD	MAIN		1977-		
AEROSPACE	MAIN		1977-		
AFB NEWSLETTER	MAIN	COMM SER	1972-		
AFB WASHINGTON REPORT	MAIN	COMM SER	1971-		
AFL-CIO AMERICAN FEDERATIONIST	MAIN		1977-		
AFRICA INSTITUTE BULLETIN	MAIN		CYO		
AFRICA REPORT	MAIN		1975-		1970-1973
AFRICA TODAY	MAIN		1975-		1970-1974
AFRICANA LIBRARIES NEWSLETTER	MAIN	LSC	1977-		
AGATIZER	MAIN		CYO		
AGENDA	MAIN		1978-		
AGENDA, A JOURNAL OF HISPANIC ISSUES	MAIN		1977-		
AIAA NEWSLETTER	MAIN		1977-		

*PLEASE SEE PAGE 4 FOR EXPLANATION OF SPECIAL LOCATIONS.

9

PLANS AND PROJECTS

CONTENTS OF THIS CHAPTER

FICTION CATALOG

REFERENCE CATALOG

CHILDREN'S TEEN BOOKS

The following media formats were originally included in their appropriate chapters in this manual. Following recent personnel reductions these items have now been relegated for future implementation.

FICTION CATALOG

Data input was completed on this catalog. Due to a series of intervening delays, including key staff changes within the city's data processing division, a completed version of this catalog has not yet been produced. Its fate, while tehnically not a future plan or project, is still uncertain. With plans being developed for a computer output microfilm union catalog, the original purpose behind the development of a fiction catalog may become unnecessary.

A computer produced catalog of adult fiction titles is planned. It would consist of two volumes: author and title.

An updated edition would be produced periodically.

Computer printout example. (SEE p. 55)

	ANGEL LOVES NOBODY	PRENTICE-HALL	1967
MILLAR, GEORGE REID	ORLEANA DISCOVERS THE AMAZON	HEINEMANN	1954
	CROSSBOWMAN'S STORY OF THE FIRST EXPLORATION OF THE AMAZON	KNOPF	1954
MILLAR, MARGARET	WIVES AND LOVERS	RANDOM	1954
	ASK FOR ME TOMORROW	RANDOM	1976
MILLARD, JOSEPH	CUT-HAND, THE MOUNTAIN MAN	CHILTON	1964
	INCREDIBLE WILLIAM BOWLES	CHILTON	1966
MILLARD, OSCAR	MISSING PERSON	MCKAY	1972
MILLER, ARTHUR	I DON'T NEED YOU ANY MORE	VIKING	1967
	FOCUS	BOOK FIND	1945
	MISFITS	VIKING	1961
MILLER, CAROLINE	LEBANON	BLAKISTON	1944
MILLER, CLYDE	SUMMER DANCERS	MACMILLAN	1961
MILLER, DALLAS	FATHERS AND DREAMERS	DOUBLEDAY	1966
MILLER, ED MACK	EXILE TO THE STARS	DOUBLEDAY	1963
MILLER, HEATHER ROSS	GONE A HUNDRED MILES	HARCOURT	1968
	TENANTS OF THE HOUSE	HARCOURT	1966
MILLER, HELEN TOPPING	REBELLION ROAD	BOBBS-MERRILL	1954
	PROUD YOUNG THING	APPLETON	1952
	NIGHTSHADE	BOBBS-MERRILL	1960
	SING ONE SONG	APPLETON	1956
	AFTER THE GLORY	APPLETON	1958
	MIRAGE	PEOPLES BOOK	1949
	SLOW DIES THE THUNDER	BOBBS-MERRILL	1955
	DARK SAILS	GROSSET	1945

REFERENCE CATALOG

A computer produced catalog of adult and children's reference material is planned. It would be listed in LCC order (adult, then children's modified LCC.

A locator note would be included for items located in other areas, e.g. Located in: Technical Services.

An updated edition would be produced periodically.

CHILDREN'S TEEN BOOKS

Children's teen books would be indicated in the adult subject catalog in order to provide additional access to subject materials which may not be in the adult collection.

Catalog card examples.

WATERGATE AFFAIR, 1972 –

Additional material on this subject is
located in the Children's area.

NUMISMATICS

Additional material on this subject is
located in the Children's area under
the subject heading:

COIN COLLECTING

This example illustrates the method that would be used to incorporate incompatible children's subject headings in the adult catalog.

Green card stock.
Card in the adult subject catalog.

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Daily, Jay E. Organizing Nonprint Materials: a Guide for Librarians. New York: Dekker, 1972

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Hicks, Warren B., and Tillin, Alma M. Developing Multimedia libraries. New York: Bowker, 1970

---- Managing Multimedia Libraries. New York: Bowker, 1977

Loertscher, David V. A Nonbook Cataloging Sampler. Austin: Armadillo Press, 1975

Public Library Association. Recommendations for Audiovisual Materials and Services for Small and Medium-sized Public Libraries. Chicago: American Library Association, 1975

Tillin, Alma M., and Quinly, William J. Standards for Cataloging Nonprint Materials, 4th ed. Washington: Association for Educational Communications Technology, 1976

Weihs, Jean R. ; Lewis, Shirley ; Macdonald, Janet. Nonbook Materials: the Organization of Integrated Collections. Ottawa: Canadian Library Association, 1973

Wisconsin Association of School Librarians. Cataloging, Processing, Administering AV Materials: a Model for Wisconsin Schools. Madison: Wisconsin Association of School Librarians, 1974.

Additional sources include Library Literature and specialized multimedia indexes.